

SECRET

2 SEP 1964

MEMORANDUM FOR: Chief, Medical Staff
 Director of Communications
 Director of Finance
 Director of Logistics
 Director of Personnel
 Director of Security
 Director of Training

SUBJECT: Review of Cases of Employees Returned from Overseas Short of Completion of Tour

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REFERENCE: Overseas Candidate Review Panel

1. The Inspector General, in his recent survey of the Office of Personnel, indicated his interest in the number of individuals who are returned from overseas stations prior to completing their tours of duty. In some cases problems arise following overseas assignment that are perhaps unavoidable and could not have been anticipated or detected prior to such assignment, regardless of most careful screening procedures. Because of the great expense and inconvenience to the Agency and to the individual as well, it is of considerable importance that we make every effort to find out by reviewing cases of early returns the causes of the difficulties involved, with a view to avoiding similar problems in future cases.

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2. The Inspector General has recommended that the Overseas Candidate Review Panel provided by be assigned responsibility for reviewing cases of staff employees and staff agents who fail to complete their tours due to adverse factors such as misconduct, inability to adjust, etc., with a view to ascertaining whether there were shortcomings in Agency procedures or deficiencies in the selection of the particular individuals for overseas assignment, and what corrective action, if any, might be taken to avoid similar cases in the future.

3. Support offices are therefore directed to notify the Office of Personnel (Attention: Chairman, Overseas Candidate Review Panel) whenever information is received concerning the return of an employee or dependent prior to completion of the employee's tour when the reason for the return involves some adverse consideration relating to the employee or one of his dependents. Support offices are directed to provide the Office of Personnel with copies of any available documentation or information relating to such cases.

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4. Pending appropriate revision of [] I direct that the Overseas Candidate Review Panel evaluate cases of the type referred to and provide a report thereon to the Director of Personnel. The report should include a statement as to the difficulty or difficulties which necessitated the early return, as well as the Panel's view as to whether the difficulty or difficulties might have been avoided. If the Panel notes any basis for corrective action, its recommendations for such should also be included in the report to the Director of Personnel.

5. Following receipt of such a report, the Director of Personnel will review the findings of the Overseas Candidate Review Panel, assuring that the particular case has been or is being appropriately resolved. If in the opinion of the Director of Personnel such action is indicated, a report on the case with the appropriate recommendation shall be forwarded to me.

SIGNED R. L. Bennerman

R. L. Bennerman
Acting Deputy Director
for Support

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